



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 58th Transportation Battalion**  
**3rd Chemical Brigade**  
**451 Colorado Avenue, Unit 8**  
**FORT LEONARD WOOD, MISSOURI 65473**

REPLY TO  
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #15, Safety and Risk Assessments

1. References.

- a. FM 100-14, April 1998, Risk Management
  - b. TRADOC 350-6, 3 July 2001 Initial Entry Training (IET) Policies and Administration.
  - c. FLW 350-6, 10 June 1996, Initial Entry Training (IET) Policies and Administration.
  - d. FLWTC 20-2122, April 1996, Fort Leonard Wood Safety Card.
  - e. Memorandum, ATSN-CBC, 17 July 2003, subject: Training Under Cold Weather Conditions.
  - f. Memorandum, ATSN-CBC, 17 July 2003, subject: Training Under Hot Weather Conditions.
  - g. Risk Management Card
2. Safety is the highest priority in the battalion. It must be second nature in everything we do in this organization, both during and after duty hours.
3. All leaders, soldiers, and civilians must constantly look out for the safety and well being of one another. I am the safety officer for the battalion and company commanders are the safety officers for their units.
4. We have simplified the risk management process at the user level, and designed it to complement the guidance and Risk Management Card. MTOC will follow the MTOC SOP. All others will follow the Brigade Policy and the Risk Management Card; FM 100-14, Risk Management; FLW Reg 385-5, Safety (Risk Management), and the Battalion Commander's guidance. Those assessing risk must incorporate all operational factors that impact training.

Prior to conducting any event, the person in charge will conduct an operational risk assessment. There are two types of operational risk assessments that will be used daily in the Battalion: formal and informal. Formal assessments are required when the level of risk involved is relatively high; informal assessments are appropriate when risk is lower. Formal risk assessments require a written assessment prior to the start of the event and the results of the risk assessment must be briefed to everyone undergoing the activity prior to the start of the event. Informal risk assessments require the senior leader to review the operational risk assessment matrix and employ measures to counter risk as necessary.

<b>FORMAL RISK ASSESSMENT</b>	<b>INFORMAL RISK ASSESSMENT</b>
Laminated card	Laminated card
Filled out prior to event	Reviewed by senior person present
Results briefed to soldiers	Actions taken as necessary
-All training events where heavy equipment is involved	-Classroom work where no heavy or dangerous equipment is involved
-All Convoys	-Routine troop movements
-PECS/Confidence course	-Normal PT events
-Prior to weekends, leaves, passes, or any extended time off	-Routine admin/support functions

5. Any student involved in an accident while performing duties with their respective unit will be reported to the Company Headquarters, Battalion Safety NCO immediately. OPREPS and a record of minor injury, if needed, will be completed and forwarded to the Battalion Headquarters.

6. Any student involved in an accident that has no injuries and is assessed as being less than \$500.00 in equipment damage will be reported to the MTOC operations, Truckmaster, and Battalion Safety NCO immediately. Statements from all witnesses will be taken by the instructors present. The instructor will complete a SF 91. The instructor will take charge of all statements and ensure that the SF 91 is filled out accurately. The soldier will be counseled by the instructor. All documents will be forwarded to the Truckmaster and Battalion Safety Office and filed as a historical archive. The student will continue training with his/her class but will not continue with any activities that are related to the accident until the following day.

7. MTOC operations will be notified immediately of the accident in order to coordinate medical support and recovery operations if the accident occurred on post. If the instructor has the means of communicating with the local authorities for assistance then the instructor will be responsible for coordinating all medical support and reporting the accident to the local law enforcement. Immediately after reporting the accident and requesting the necessary aid, the instructor will send a detailed SITREP to MTOC operations. MTOC operations will notify the Battalion S-3, Truckmaster and Safety NCO. This incident is not complete until all of the following steps are done:

a. Instructor on site will take charge of the site and all operations, until relieved by the local authorities. The instructor on site will also ensure that the SF 91 is accurately completed and all statements from witnesses are taken.

b. The Company Commander will assess and evaluate the condition of the soldier and the ability of the soldier to complete course training. If the soldier is injured, then the soldier will receive the necessary medical attention. When the soldier has recovered, the commander will conduct an evaluation and submit a recommendation to the course chief for necessary actions.

c. An investigation will be conducted immediately by the Chief Instructor and Branch Chief. The Battalion Safety NCO will review all data collected by the investigating team and add their information to his/her own collected data for a report that will be forwarded to both the Battalion Commander and the Course Chief within 48 hours of the accident. The investigation will also include a recommendation on necessary actions.

d. The Course Chief will review all findings and then make a recommendation to the Company Commander to either re-cycle, re-class or discharge the student from active service. If the soldier has missed 48 hours of training, the student will automatically be recycled. After the Company Commander receives the recommendation from the Course Chief, he/she will submit the recommendation to the Battalion Commander within 24 hours. The Course Chief will provide a courtesy copy of his/her findings to the Battalion S-3 and file one copy for historical record.

e. MTOC will conduct an Accident Review Board with diagrams and details of the accident within 72 hours.

8. If a permanent party member has an accident resulting in injury or damage exceeding \$500.00, the Company Commander will restrict the soldier from on-post driving, and ensure the soldier attends the post accident avoidance class. Commanders will conduct an inquiry, and if needed, initiate a Line of Duty Investigation. Once the inquiry is complete, the soldier will follow the commander's decision. MTOC will conduct an Accident Review Board with diagrams and details of the accident.

9. Historically, more soldiers are hurt or killed while off-duty, than at their place of work. It is critical that all soldiers and civilians conduct their own informal risk assessments prior to each off post activity. Make sure that you and your family members are safe while off duty. Specifically, the greatest safety hazard for soldiers during off-duty time involves Privately Owned Vehicle (POV) accidents. Army wide on average, one soldier dies every three days in a POV accident. The Chief of Staff of the Army has devised a six-point program in order to reduce this number. I expect all leaders in this Battalion to use this six-step process when evaluating the conduct of their soldiers who operate POVs.

a. Command Emphasis. Positive leadership emphasis is required on all levels regarding POV safety.

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b. Discipline. Look for signals such as traffic offenses, alcohol abuse, and poor performance. Identify and counsel “at risk” soldiers. Take measures to modify their “at risk” behavior.

c. Risk Management. Identify POV hazards and implement a procedure to reduce them. Use the POV risk management toolbox that the Director of Army Safety prepared. This is available at <http://safety.army.mil>, and through the battalion.

d. Standards. Set high standards and enforce them. Conduct mandatory POV safety inspections. Ensure soldiers use seatbelts and follow traffic regulations.

e. Provide Alternatives. Schedule activities on post, so people can walk, or use Morale, Welfare, and Recreation services to provide transportation. Have events that are alcohol free. Always incorporate the use of designated drivers if there is alcohol served.

f. Commander’s Assessment. Following serious or fatal POV accidents, the commander and chain of command will conduct an assessment. Implement corrective and preventive measures. Publicize lessons learned.

10. Units will have a POV safety program drawing from the Army toolbox program, the CSA’s 6-point program, and guidance from the chain of command. This will include as a minimum:

a. Inspect all POV's prior to the start of a long weekend. The minimum requirement for inspections is quarterly.

b. Commanders will conduct extensive safety briefings prior to the start of all long weekends.

c. Conduct quarterly safety council meetings at Battalion level.

11. The weather, both hot and cold, at Fort Leonard Wood can present a significant safety risk. Familiarize yourself with the Battalion’s memorandums regarding training in extreme weather conditions. Ensure that you take the precautions necessary to reduce the risk.

12. Think safety in everything you do; whether it is an official activity, or during your off-duty time. When safety is first, everyone’s a winner.

13. WE SET THE STANDARD!!

Encl

1. Risk Management Worksheet
2. Memo, dtd 14 July 05  
Tng Cold Weather Cond.
3. Memo, dtd 14 July 05

Robert T. Hixon  
LTC, TC  
Commanding

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Tng Hot Weather Cond.